

# THE HARLINGTON AND SUNDON ACADEMY TRUST



## SUNDON LOWER SCHOOL HEALTH AND SAFETY POLICY

**Approved by Premises, Health & Safety Committee: November 2021**  
**Approved by Board of Trustees: January 2022**  
**Next review: November 2022**

### **PART 1. STATEMENT OF INTENT**

The Board of Trustees of Sundon Lower School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff; a reference copy is kept in the statutory policy file on the Learning Platform.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:  
Central Bedfordshire Council's (CBC) Health and Safety Policy.  
Supporting Pupils with Medical Needs  
Allergy Awareness Policy  
Behaviour Policy  
Educational Visits on Evolve website  
Employee Wellbeing Policy

Signature:

Signature:

Mr T Kingham, **Chair of Board of Trustees**

Mrs C White, **Head Teacher**

Date:

Date:

## **PART 2. ORGANISATION**

In The Harlington and Sundon Academy Trust (HASAT), the responsibility for health and safety rests with the Board of Trustees as the employer.

**At a school level duties and responsibilities have been assigned to staff and governors as detailed below.**

### **Responsibilities of the Board of Trustees**

The Board of Trustees are responsible for ensuring health and safety management systems are in place and effective.

A Health & Safety Trustee has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Board of Trustees.

The Board of Trustees will receive regular reports from the Head Teacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Board of Trustees will seek specialist advice on health and safety which the establishment may not feel competent to deal with. In HASAT, the Governing body as the employer provides access to competent H&S advice via Graeme Smith (CBC) and Sheryl Cousins Independent Advisor as required by the Health and Safety at Work etc Act 1974.

### **Responsibilities of the Head Teacher**

Overall responsibility for the day to day management of health and safety in accordance with the Trustees body's health and safety policy and procedures rests with the Head Teacher.

The Head Teacher has responsibility for:

- Co-operating with the Board of Trustees to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Board of Trustees on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

**Whilst overall responsibility for health and safety cannot be delegated the Head Teacher may choose to delegate certain tasks to other members of staff.**

The task of overseeing health and safety on the site has been delegated by the Head to the Site Agent.

### **Responsibilities of other staff holding posts of special responsibility**

This includes Deputy Head Teacher, Early Years Leader, Office Manager, Network Manager and Site Agent. They will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Head Teacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

### **Responsibilities of employees**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **PART 3. ARRANGEMENTS**

Health and Safety Organisational Chart is at Appendix A.

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections

Appendix 4	-	Fire Evacuation and other Emergency Arrangements
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## APPENDIX 1

### RISK ASSESSMENTS

#### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Office Manager and are approved by the Head Teacher.

Risk assessments are available for all staff to view and are held centrally on the **Learning Platform**, these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

#### Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the Class Teacher or Head Teacher. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

#### Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant Subject Leaders using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use, for example, scheme of work, lesson plans, syllabus etc.

The Health and Safety Executive and The Key are used as sources of model risk assessments, including:

- National Society for Education in Art & Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport' Association of PE 'afPE'  
<http://www.afpe.org.uk/>

## APPENDIX 2

### OFFSITE VISITS

- Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required.
- The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator. The EVC will check the documentation and planning of the trip and if acceptable **initially** approve the visit before referring to the Head Teacher.
- Central Bedfordfordshire do not approve visits as it is the Academy's responsibility as the employer to do so.
- The Head Teacher will give **final** approval to all trips referred by the EVC.
- Higher level trips which include residential, adventurous and overseas visits paperwork **must** be signed off by the Chair of Trustees following final approval by the Head Teacher.

## APPENDIX 3

### HEALTH AND SAFETY MONITORING AND INSPECTION

An internal and external inspection of the site will be conducted on a termly basis and be undertaken by the Site Agent and H&S Trustee.

The person(s) undertaking inspection will complete a report in writing and submit this to the Head Teacher. Responsibility for following up items detailed in the safety inspection report will rest with the Head Teacher.

The H&S Trustee will also be involved in an audit of the school's health and safety management systems on a termly basis and report back to both the relevant sub-committee and full governing body meetings.

Inspections will be conducted jointly with the Site Agent.

## APPENDIX 4

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Head Teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance. The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

#### Emergency Procedures

Fire, emergency evacuation and lockdown procedures are detailed in the Emergency Plan, the Staff Handbook and a summary posted throughout the site next to every emergency exit. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Grab bags are situated **on top of the book case in the Office Managers Office and on the windowsill of the walkway next to the resource room of Swan Class**. These must be collected in all emergency situations.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by the Office Manager and CYS Security. The LA also maintains a register. The school operates a Groupcall system for contacting parents, staff and governors.

### Fire and Lockdown Drills

- Fire drills and Lockdown drills will be undertaken termly and results recorded in the Fire Log book and Lockdown register.

### Fire Fighting

If a fire is detected, the alarm will sound by using the nearest 'Fire Alarm Call Point'.

- The person who detects the fire will either set off the fire alarm or nominate a responsible person to do this, such as the Office Manager or Site Agent. The school is **not** directly linked to a central station.
- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment. If in doubt, get out.
- On evacuating the school, the Office Manager will ensure registers/visitors book are taken, all children, staff and visitors will be checked and accounted for.
- Staff are made aware of the type and location of portable fire-fighting equipment and receive basic instruction in its correct use annually and on induction. Training is recorded in the Fire Log Book.

### Details of service isolation points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS
Water	Main school hall
Electricity	Electrical cupboard in the Kitchen near exit door
Gas	Boiler house next to kitchen

### Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Site Agent as appropriate, for consultation.

### Lockdown Policy

Lockdown procedures are important and would be used as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)

- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog/animal roaming loose

In order to warn of these dangers, we use a Klaxon or intermittent whistle alarm system.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they:

- \* Are reassured that the school understand their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- \* Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers
- \* Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- \* Wait for the school to contact them about when it is safe for you to come and collect their children, and where this will be from.

Parents will be told

"the school is in a full lockdown situation. During this period the switchboard and entrances will be unmanned, external doors locked and nobody allowed in or out..."

See Appendix Emergency Lockdown procedure

## APPENDIX 5

### INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Office Manager is responsible for ensuring that the school's Fire Log Book is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the School Office.

#### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the Site Agent and a record kept in the Fire Log Book. This test will occur on Tuesday mornings, between 7:30 am and 8:00am by the Site Agent when @ Sundon Lower School, checks are highlighted in the Risk Assessment report.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer, Chubb Fire & Alarms 0344 879 1666 these numbers are on yellow stickers on every fire point.

A fire alarm maintenance contract is in place with Chubb Fire & Alarms and the system is tested quarterly by them.

#### **FIRE FIGHTING EQUIPMENT**

Weekly the Site Agent checks in-house that all fire-fighting equipment remains available for use and operational.

Chubb Fire & Alarms undertake an annual maintenance service of all fire-fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Site Agent who will contact Chubb Fire & Alarms.

#### **EMERGENCY LIGHTING SYSTEMS**

Chubb Fire & Alarms checked the Emergency Lighting on the 06/09/17. They confirmed that there is

only one LED green light situated in one of the overhead light panels by the fire alarm. There is no other Emergency Lighting at Sundon Lower school.

## **MEANS OF ESCAPE**

Daily the Site Agent checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

## **APPENDIX 6**

### **FIRST AID AND MEDICATION**

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities)

#### **TRAINED TO FIRST AID AT WORK LEVEL :**

Mrs Puddiphatt  
Mrs Clarke

#### **TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID):**

Mrs Ghailan  
Miss Griffin  
Mrs Spedding  
Mrs Sanby

First aid qualifications remain valid for 3 years. The Office Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

#### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

There is a wall mounted First Aid box in the Disabled Toilet; there are also 3 bum bags available for the playground area at break times.

The Office Manager is responsible for regularly checking (termly) that the contents of first aid boxes and MSA first aid bags are complete and replenished as necessary. A check should be made at least termly.

**Transport to hospital:** Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of a pupil with the parents/carers.

**Dial 999**

**Luton and Dunstable Hospital 0845 1270127**

#### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate policy and schools policy "Supporting Pupils with Medical needs"

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

The Office Manager is responsible for accepting medication and checking all relevant Information has been provided by parents / carers prior to administering.

Records of administration will be kept by the Office Manager.

All non-emergency medication kept in school are securely stored in the Office Managers First Aid cabinet. The Class teacher also holds Epipen' s and inhalers in the Classroom. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the Office Managers First Aid cabinet, additional medication such as Epipen' s and inhalers are also kept in the classroom clearly labelled.

### **Health Care Plans**

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the Office Manager.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the school Office.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

## **APPENDIX 7**

### **ACCIDENT REPORTING PROCEDURES**

#### **Accidents to employees**

By law and in accordance with the reporting procedure employees must report all accidents, violent incidents, dangerous occurrences, and near misses.

#### **Accidents to pupils and other non-employees (members of public / visitors to site etc.)**

A local accident book in the School Office and all classrooms is used to record all minor incidents to pupils and non-employees.

All knocks to the head will be notified to the parent by a standard letter and the child will be given 'I bumped my head' green wrist band, even if the child recovers quickly and passes all checks made. Some other injuries such as nose bleeds will also be reported to parents via a standard letter.

More significant incidents as detailed below, are recorded by completing a paper accident form, which is kept at the school. Paper reports should be completed within 24 hours of any accident by an authorised member of staff and then signed by the Head Teacher or Deputy Head Teacher. Details of the accident are uploaded onto the online system, AssessNET.

The AssessNET administrator, the Office Manager will input all accidents/incidents online within 3 days.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Head Teacher and H&S Trustee. Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Board of Trustees as necessary.

The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### **Reporting to the Health and Safety Executive (HSE)**

Certain categories of accidents/incidents are classified as 'reportable' under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and should be notified to the Health and Safety Executive (HSE). This can be done automatically via the AssessNET system.

Incidents involving a fatality or major injury will be reported **immediately** to the Health and Safety Executive (HSE) on 0845 300 9923.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

**Any incident notified to the HSE must also be reported to the LA's Health and Safety Team.**

## **APPENDIX 8**

### **NO SMOKING POLICY**

Sundon Lower School is a totally smoke-free school.

It is a legal requirement that no smoking shall be permitted on the school property at any time.

The No Smoking policy also applies to visitors to the school – for example, parents, suppliers, supply or temporary staff, and repair people. This policy also includes E-cigarettes.

The No Smoking policy will be referred to when the damage caused by active and passive smoking is discussed and when children study that part of Health Education which deals with a healthy lifestyle.

## **APPENDIX 9**

### **HEALTH AND SAFETY INFORMATION & TRAINING**

#### **Consultation**

The Premises, Health and Safety Committee meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

#### **Communication of Information**

The Health and Safety Law poster is displayed in the Front Office and Staff Room.

In HASAT, the Board of Trustees as the employer provides access to competent H&S advice via Sheryl Cousins Independent Advisor and Grahame Smith (CBC) as required by the Health and Safety at Work etc. Act 1974.

## Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records are held on the Data Management System (Integris G2).

The Head Teacher is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Head Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head Teacher's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## APPENDIX 10

### PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Head Teacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromise the school's aims in providing an environment in which the pupils and staff feel safe.

#### Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

**Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Where lone working cannot be avoided staff should:

- obtain permission of the Head Teacher and notify him/her on each occasion when lone working will occur.
- ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.
- ensure they do not put themselves or others at risk.

When working off-site (eg when visiting homes) staff should:

- notify a colleague of their whereabouts and the estimated time of return.
- Obtain as much background information as possible about the child/family being visited.
- Where there are known risks which may affect staff safety staff should not visit alone.

#### School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

Attendance to all call outs should be made by CYS Security Limited 0845 4751981.

Staff should report any incidents or situations where they may have felt 'uncomfortable'.

<b>PREMISES AND WORK EQUIPMENT</b>
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All staff are required to report to the Site Agent any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The Site Agent is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training, this is detailed in the training register.

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors within appropriate timescales. Records of such monitoring will be kept in the Health and Safety file in the school office by the Office Manager.

### **Curriculum Areas**

Class teachers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Agent.

All portable items of electrical equipment will be subject to portable appliance testing (PAT), formal inspection and testing. All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by a Qualified Electrician (varies each time), bi-annually. The Office Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by a Qualified Electrician (varies each time) on a 5 year cycle

### **External play equipment**

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the company Sport Safe will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by Sport Safe.

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "**Control of Substances Hazardous to Health Regulations 2002**" (COSHH Regulations).

Within curriculum areas (in particular science and DT) Subject Leaders are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is the Site Agent.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled ( no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, The Site Agent is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

## APPENDIX 13

### ASBESTOS

An asbestos survey and management plan dated 14.4.11 is in place for the school in accordance with CBC Asbestos policy. The school's most recent asbestos management survey was conducted on 23.12.13 by Cambridgeshire County Council.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the school Office. Survey data is registered on-line using CBC's Frontline.

The Head Teacher will ensure that all school staff, including those such as catering employed by others, are made aware of the location of asbestos containing materials (ACM) within their work areas.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.** (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos should be reported to the Site Agent, contact will be made with Cambridge County Council's Asbestos Consultancy Services helpdesk on 01223 69912.

The school's asbestos authorising officers are the Head Teacher, Office Manager and Site Agent and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Head Teacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.

- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via Frontline and Board of Trustees.

## APPENDIX 14

### LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Head Teacher and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

## APPENDIX 15

### CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice, including the provision of adequate insurance against public liability.

All contractors must report to the School Office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, local management arrangements and vehicle movement restrictions. The Office manager or Site Agent issues all contractors with a Contractor Site Induction Form which is read and signed by the person carrying out the work.

Sample of form on following page: page 17

CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work.

In such instances it is recommended that an agent be used to work on the schools behalf.



## **SUNDON LOWER SCHOOL**

A member of The Harlington and Sundon Academy Trust

### **Contractor Site Induction – Acceptance**

#### **Site Rules**

- I will sign the visitor's book, and will sign out before leaving the building
- I will wear a visitor badge at all times
- I will carry out work in accordance with the method statements and risk assessments presented prior to work commencing
- I will use warning signage and barriers as appropriate
- I will wear all necessary Personal Protective Equipment (PPE) as required
- I will not undertake any invasive works on site without pre-approval from the school

#### **Fire Safety**

- I know that if a fire alarm sounds I must leave the building by the nearest exit immediately, without collecting my property.
- I have been shown clearly by a member of staff where all the fire exits are.
- If I leave the area I am working in I must inform the staff where I will be
- I understand that I must make my way to the assembly point which has been shown to me if the alarm sounds
- I understand that I am not permitted to smoke in any part of the building
- I understand that all fire doors throughout the building must be shut at all time and kept clear
- I have been visually shown the fire points where I am going to be working and have received instruction on how to activate these, I have also been informed of where this are in other areas.
- If I see a fire or smell smoke I must if safe to do so report this to a member of staff and / or immediately or press the fire alarm call point
- I am not expected to get others in the building to safety, only myself
- I am aware of the lockdown procedure in case of an emergency

I have been informed where the **asbestos register is kept**

**First Aid** is not provided by the council and all contractors are required to make their own provision.

**Suspicious Activities** or items should be reported immediately to the school

**Please report ALL accidents or near misses.** Accident / incident forms are available from the School Office.

I am signing this document to indicate that I have received a site induction from a member of the school staff and understand the statements above.

NAME.....

Signature.....

Staff member induction

Date:

The Site Agent is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

### **School managed projects**

Where the school undertakes projects direct, the Governing Body are considered the 'client' and

therefore have additional statutory obligations. Such projects are managed by the Head Teacher who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>1</sup> regulations will apply.

To ensure contractor competency the school uses CBC registered contractors. These contractors have satisfied the LA that they understand and abide by health and safety regulations. The Head Teacher/ Governing Body will ensure appropriate competency checks are undertaken prior to engaging a contractor.

The school, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.

## APPENDIX 16

### WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The academy's nominated person(s) responsible for work at height is the Site Agent.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

## APPENDIX 17

### DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

**VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through the entrance.

**LETTINGS/ SHARED USE OF PREMISES**

Lettings are managed by the Head Teacher/ Office Manager following schools Lettings policy.

**STRESS/ WELLBEING**

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and academy's management standards.

- Details of support available are on the noticeboard in the Staffroom headed 'Wellbeing'.
- Employee Wellbeing Policy

**LEGIONELLA**

The school complies with advice on the potential risks from legionella.

A water risk assessment of the school has been completed by Swiftclean and the Site Agent is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded:

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Swiftclean.

**WORK EXPERIENCE**

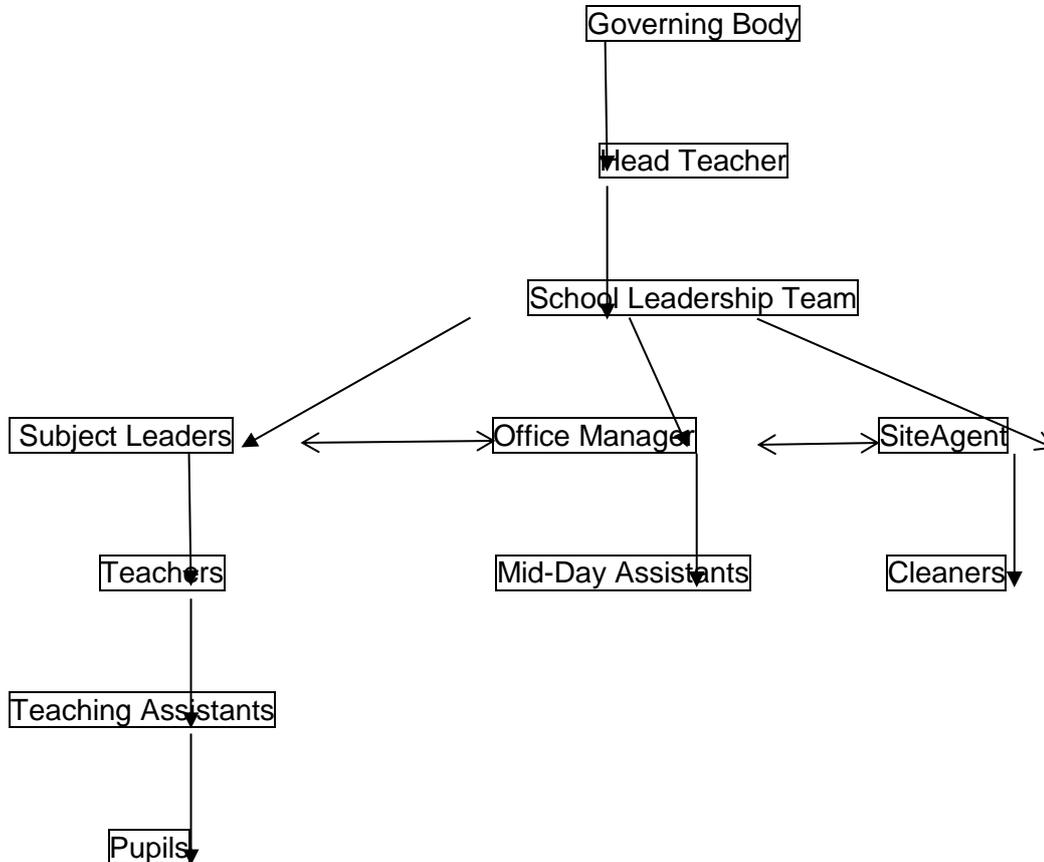
The school has a separate work experience policy which is regularly reviewed and updated. The Head Teacher is responsible for managing and co-ordinating work related learning within the school, in accordance with the Quality Standard for Work Experience.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) should be subject to pre-placement checks by a competent person(s). No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- Any incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.
- 

**ANNEX A**

**Health and Safety Organisational Chart**



## EMERGENCY LOCKDOWN PROCEDURE

### Signals

Signal for lockdown	Klaxon - Office Manager – 07742 667035 or a Pulsating whistle from furthest mobile classroom
	Headteacher – 07745 791000 IT Manager 07831 817426
Signal for all-clear	Shout, 'All Clear'

### Lockdown

Rooms most suitable for lockdown	If in classroom remain and lock the door.  If outside on field or playground then proceed to School Hall and outside doors will be secured.
Entrance points (e.g. doors, windows) which should be secured	Most senior member of staff in classroom close windows and lock classroom doors (see below)
Communication arrangements	<ul style="list-style-type: none"> <li>● Mobile phones</li> <li>● Instant messaging / email – Groupcall</li> <li>● Other.</li> </ul>
Notes	

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

Ref	Initial response – <b>Lockdown</b>	Tick / sign / time
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building- keys on hooks by door.	
L3	Dial 999. Dial once for each emergency service that you require	
L4	Ensure people take action to increase protection from attack: <ul style="list-style-type: none"> <li>● Block access points (e.g. move furniture to obstruct doorways)</li> <li>● Sit on the floor, under tables or against a wall</li> <li>● Keep out of sight</li> <li>● Draw curtains / blinds</li> <li>● Turn off lights</li> <li>● Stay away from windows and doors</li> </ul>	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access	

Ref	Initial response – <b>Lockdown</b>	Tick / sign / time
L6	If possible, check for missing / injured pupils, staff and visitors.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

